

**Accredited Standards Committee
INCITS, International Committee on
Information Technology Standards*
INCITS/L3, Audio/Picture Coding**

**Document: INCITS/L3003-01
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**Reply to:
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**To: NCITS/L3 Members
From: Chair, NCITS/L3
Subject: Draft Agenda # 36 INCITS/L3 - Audio/Picture Coding
2003-01-31 Hilton Head, South Carolina
Purpose: Information**

Attached:

Draft Agenda for referenced meeting

*Operating under the procedures of the American National Standards Institute
INCITS Secretariat, Information Technology Industries Council (ITI)
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**DRAFT AGENDA
INCITS/L3 Meeting # 36
8:00 AM - 3:00 PM
Friday, January 31, 2003
Hilton Head, South Carolina**

1. Administrative
 - 1.1. Call to Order/Welcome/Logistics M. Rubinfeld
 - 1.2. Appointment of Recording Secretary M. Rubinfeld
 - 1.3. Appointment of Parliamentarian M. Rubinfeld
 - 1.4. Chairman's Remarks M. Rubinfeld
A. Tescher
2. Membership and Attendance
 - 2.1. Introduction of Attendees and New Members
 - 2.2. Roll Call of Members in Jeopardy Due to Failure to Attend Meetings Pete Schirling
3. Membership Report
 - 3.1. Quorum Determination Pete Schirling
 - 3.2. Approval of Draft Agenda (Ref.: NCITS/L3003_01 Mike Rubinfeld
Preferred, Inc
4. Meeting Planner – Karen Andersen
 - 4.1. Future meeting requirements
 - 4.2. Meeting Fee Evaluation M. Rubinfeld
Preferred, Inc.
 - 4.3. Future Meetings – INCITS/L3
 - 4.3.1. Meeting #37 2003-05 – 05/09 Burlington, Vermont
 - 4.3.2. Meeting #38 2003-09 – 22/26 Portland, Oregon
 - 4.3.3. Meeting #39 2004-02 - 02/06 San Antonio, Austin
 - 4.3.4. Meeting #40 2004-04 – 26/30 San Francisco
 - 4.3.5. Meeting #41 2004-09/10 – 27/01 East
 - 4.3.6. Meeting #42 2005-01 – West (Hawaii??)
 - 4.3.7. Meeting #43 2005-04 – East
5. Treasurer's Report M. McGinty
6. Approval of Past Meeting Reports M. Rubinfeld
 - 6.1. Meeting #35, 2002-09-23/27, Burlington, Vermont (L3001-0069.DOC)
7. Reports
 - 7.1. NCITS/L3.2 - SC 29/WG 1 B. Brower
 - 7.2. NCITS/L3.1 - SC 29/WG 11 P. Schirling
 - 7.3. NCITS/L3 - SC 29 A. Tescher
 - 7.4. Technical Action Items A. Tescher
8. Discuss and Approve Delegation Rosters for WG01 and WG11 M. Rubinfeld
9. Appoint Heads of Delegation for WG01 and WG11 M. Rubinfeld
10. Review and Approval of Resolutions M. Rubinfeld
11. Review and Approval of Delegation Rosters and HoDs M. Rubinfeld
12. Old Business M. Rubinfeld
 - 12.1. Continuation of Projector volunteer Incentive
 - 12.2. L3 to Host SC29/WG01/WG11 Meeting in December, 2003
 - 12.2.1. Call for donations
 - 12.2.2. Social Night Suggestions
13. New Business M. Rubinfeld
14. Review of Action Items Recording Secretary
15. Closing Roll Call P. Schirling
16. Adjournment